

**TOWN OF SOMERS  
FIRE DEPARTMENT STUDY AD HOC COMMITTEE  
MEETING MINUTES**

**Wednesday, November 4, 2015**

**7:30pm**

**Selectmen's Conference Room**

**Call to Order:** First Selectman Lisa Pellegrini called the meeting to order at 8:11pm.

**Members Present:** First Selectman Lisa Pellegrini, Selectman Kathy Devlin, and Fire Commission Chairman Keith Burger and Fire Commission Members David Palmer and Andy Rockett. Those also in attendance included Consultant Ed Sawicki, Somers Volunteer Association Chairman of the Board/EMS Division Chairman Rick McDonald, Fire Chief Gary Schiessl and Fire Department Members Al Baker, Ray Stovall, Bob Wheeler and Gina VanWingerden.

**Approval of Fire Department Study Ad Hoc Committee Minutes:**

- **July 16, 2015 Minutes**

*Mr. Burger made a motion to accept the July 16, 2015 Minutes with the following revision added to the minutes "Mr. Burger would like see a residency clause added to the Fire Chief's Job Description.", seconded by Mrs. Devlin. A unanimous vote follows.*

- **August 20, 2015 Minutes**

*Mr. Burger made a motion to accept the August 20, 2015 Minutes, seconded by Mr. Rockett. A unanimous vote follows.*

**Fire Chief Hiring Process:**

- **Update**

Ms. Pellegrini distributes a matrix containing recommendations compiled by members of the career staff, Volunteer Association and the Fire Ad Hoc Committee to consider for the Fire Chief Selection and Interview Committees as well as the roles and makeup of both the Initial Resume Review/First Interview Sub Committee and the Secondary Interview/Final Candidate Recommendation Sub Committee as agreed to at the March 30, 2015 Ad Hoc Committee Meeting.

Mr. Sawicki updated the group regarding his contacts with area Fire Chiefs and their willingness to serve on the committees. Much discussion followed with the following points clarified:

1. All agreed that interview process should be kept fair and unbiased.
2. All agreed that applications are to be kept confidential to insure the process is fair and unbiased.
3. All agreed that outgoing leadership should not be directly involved with the review of applications and the interview process to insure candidates are vetted properly and the process is fair and unbiased.
4. The Fire Commission Member will serve as the Chairman of both Committees.
5. The Consultant will serve in a Human Resource Management capacity representing the Town and will ensure confidentiality is maintained during the hiring process.
6. The Secondary Interview Committee will provide the Board of Selectmen a recommendation of the three top candidates.

- **Selection Committee:**

*Mr. Rockett makes a motion to recommend to the Board of Selectmen Volunteer Association members Mr. Rick MacDonald to serve on the Initial Resume Review Committee (Committee 1) and Ms. Gina VanWingerden to serve on the Secondary Interview Committee (Committee 2), seconded by Mr. Burger. A unanimous vote follows.*

*Mr. Burger makes a motion to recommend to the Board of Selectmen Career Staff members Mr. Bob Wheeler to serve on Committee 1 and Mr. Ray Stovall to serve on Committee 2, seconded by Mr. Rockett. A unanimous vote follows.*

***Mr. Rockett makes a motion to recommend to the Board of Selectmen Dr. Maynard Suffredini to serve as a Resident At Large representing the Schools on Committee 2, seconded by Mr. Burger. A unanimous vote follows.***

***Mr. Rockett makes a motion to recommend to the Board of Selectmen Fire Commission Chairman Keith Burger to serve as the Fire Commission member as Chairman of both Committees 1 and 2, seconded by Mrs. Devlin. A unanimous vote follows.***

***Mr. Rockett makes a motion to recommend to the Board of Selectmen the following Fire Chiefs to serve on Committee 1 as based on availability-Chief John Little, Chief Wayne Fletcher and Chief Bruce Dixen, seconded by Mr. Palmer. A unanimous vote follows.***

**Adjournment**

***Mr. Rockett made a motion to adjourn the meeting at 9:23pm, seconded by Mr. Burger. The meeting was adjourned.***

Respectfully Submitted,

Lisa Pellegrini-Recording

*Minutes are not official until accepted at a subsequent meeting.*